

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

TESTING MEMO NO. 500

February 1, 2005

TO: Division Directors of Testing

FROM: Shelley Loving-Ryder, Assistant Superintendent
Division of Assessment and Reporting

SUBJECT: 2005 Spring Stanford English Language Proficiency Test
Update

The state-approved English language proficiency assessment for the 2004-2005 school year, as required by the No Child Left Behind (NCLB) Act of 2001, is the Stanford English Language Proficiency (SELP) test, developed by Harcourt Assessment, Inc. The SELP test assesses the speaking, listening, reading, and writing skills of all limited English proficient (LEP) students in grades kindergarten through 12. The 2005 Virginia SELP test consists of the following five testing levels: *preliteracy* - grades K-1, *primary* - grade 2, *elementary* - grades 3 through 5, *middle* - grades 6 through 8, and *high school* - grades 9 through 12. As stated in Testing Memo No. 484, July 16, 2004, the Virginia Department of Education will pay for the administration and scoring costs associated with the SELP test for all K-12 LEP students for the 2004-2005 school year.

SELP Test Administration Dates

The SELP test may be administered within two testing windows.

Schedule 1 (March 28 - April 29, 2005), should include eligible LEP students who **will use** the SELP reading subtest as a substitute for the Standards of Learning (SOL) English test (grade 3) and SOL English: Reading test (grades 5 and 8).

Schedule 2 (March 28 - June 10, 2005), should include LEP students who are in grades K through 12 and classified at English language proficiency level 1, level 2, level 3, and level 4, and LEP students on monitor status year 1 or 2.

Students participating in the Schedule 2 administration **will not** use the SELP Test as a substitute for the grade 3 Standards of Learning (SOL) English test or grades 5 and 8 SOL English: Reading tests.

Proficiency Levels and English Language Proficiency Testing Requirements

In accordance with the requirements of NCLB, the Department of Education has further defined the assessment requirements for LEP students as follows. LEP students in grades kindergarten and 1 who are classified at English language proficiency level 1 or level 2 must take

all four subtests of the SELP test. LEP students in grade 2 who are classified at English language proficiency level 1, level 2, or level 3 must take all four subtests of the SELP test. Students in grades 3 through 12 who are classified at English language proficiency level 1, level 2, level 3, or level 4 must take all four subtests of the SELP test. (See illustration in the chart below.)

Monitor Status Testing Requirements

Students are placed on monitor status for two consecutive years after they have achieved full proficiency on the Virginia ELP SOL. Students in grades kindergarten and 1 must achieve full proficiency in level 1 and level 2 before placement on monitor status. Students in grade 2 must achieve full proficiency in levels 1, 2, and 3 before placement on monitor status. Students in grades 3 through 12 must achieve full proficiency in levels 1, 2, 3, and 4 before placement on monitor status. Students on monitor status (year 1 or 2) are required to take only the reading and writing subtests of the SELP test. (See illustration in the chart below.)

Virginia English Language Proficiency Standards of Learning Student Placement on Monitor Status after Achievement of Full Proficiency

Grade	Proficiency Levels				Monitor Status	
	Level 1	Level 2	Level 3	Level 4	Year 1	Year 2
K, 1	X	X	N/A	N/A	X	X
2	X	X	X	N/A	X	X
3,4,5,6, 7,8,9,10,11, 12	X	X	X	X	X	X

Use of Bilingual Dictionary and Read-Aloud Accommodations

Special procedures must be followed for those LEP students eligible to use a bilingual dictionary and/or have a read-aloud accommodation on the SELP reading subtest.

First, eligible LEP students must take all subtests of the SELP test using Form B *without* the bilingual dictionary and/or read-aloud accommodation(s). All scores from Form B will be used in the English language proficiency calculations submitted to the USED Office of English Language Acquisition (OELA).

Second, the same students must also take the reading subtest of the SELP test using Form A *with* the bilingual dictionary and/or read-aloud accommodation(s). Scores resulting from the accommodated administration for grades 3, 5, and 8 of those students using this test as a substitute for the SOL English test (grade 3) and the SOL English: Reading test (grades 5 and 8), will be used in the calculations for Annual Yearly Progress (AYP).

Ordering Spring 2005 SELP Testing Materials

The CERVS Web site at <http://va.harcourt.com> will be available for ordering Spring 2005 Virginia SELP testing materials from February 3-

15, 2005. After this timeframe, additional orders may be made by completing the *Spring 2005 Virginia SELP Test Division Re-Order Form*, located in the DDOT's SELP Test Administration Manual, and faxed to Harcourt Assessment, Inc. at (800)634-0424. For a list of materials that may be ordered for the SELP test, please see the attached copy of the *Spring 2005 SELP Material Order Form*.

When ordering materials, please consider the following:

- The SELP test consists of five testing levels: *preliteracy* – grades K-1, *primary* – grade 2, *elementary* – grades 3 through 5, *middle* – grades 6 through 8, and *high school* – grades 9 through 12.

Testing materials for the Preliteracy Level-Grades K-1 is new for 2005.

- FORM B should be used for testing all students in grades K through 12.
- The *Primary Speaking Test Booklet* (Grade 2), Form B is re-useable by the Examiner. It is not necessary to order one test booklet for each student.
- FORM A (with newly customized student demographic pages) will only be available for the elementary level (grades 3 and 5) and the middle level (grade 8).

You should order FORM A for eligible LEP students in grades 3, 5, and 8 who qualify for the bilingual dictionary and/or read-aloud accommodations on the SELP reading subtest. These students must also be tested with Form B.

SELP Test Security

Each school division must ensure the security and accountability of all SELP test materials from the time of receipt until all testing is completed and materials returned to Harcourt. Within each division, the DDOT is primarily responsible for test materials' security. All copies of the secure test/response booklets, Examiner's DFAs, and used response booklets must be kept in secure, locked storage at all times when not in use in an actual testing session.

Pre-Identification Services Available

As part of the agreement between Harcourt Assessment, Inc. and the Virginia Department of Education for the Spring 2005 SELP test administration, student Pre-Identification (Pre-ID) bar code labels will be available. Virginia school divisions may choose this optional service for Form B (grades K-12) and Form A (grades 3, 5, and 8 only).

For school divisions choosing the Pre-ID Services, the Virginia Department of Education will pay the cost of Pre-ID labels for students using the SELP reading subtest as a substitute for the SOL English test (grade 3) and the SOL English: Reading test (grades 5 and 8).

Student demographic information that may be included on the Pre-ID label includes the following:

Division Name, Division Code, School Name, School Code, Group Name, Group Code, Grade, Student's Name, Date of Birth, Gender, Student ID Number, Economically Disadvantaged, Ethnicity/Race, Test Administration Schedule (1 or 2), Proficiency Levels/Monitor Status, and Disability Status.

Harcourt Assessment, Inc. will send DDOTs detailed instructions for ordering the Pre-ID Services within the next few days.

Delivery of Ancillary Testing Materials

- School divisions are scheduled to receive SELP testing materials (non-secure and secure) March 7-11, 2005. All materials will be shipped to the Division Director of Testing (DDOT) and packed by schools for distribution.
- Administration manuals that will be available are: DDOTs, STC, and the Directions for Administering (DFA) for use by Examiners when testing Preliteracy, Primary, Elementary, Middle Grades, and High School Levels. Only the DDOT and STC manuals will be posted to the Department of Education's Web site. Print copies of these two manuals will be provided in the division shipment. DFAs will be in the division shipment only because they contain secure testing materials.
- Testing materials will include DDOT and School Test Coordinator (STC) kits. These kits will contain the following: Division Master File Sheets or School Master File Sheets, Scoring Service Identification (Header Sheets), Paper Bands, and Shipping Labels.

SELP Training Materials

- A SELP Test Administration Training Video will be developed for distribution to the DDOT and the division-level ESL/Title III Coordinator. Most divisions will be provided two copies of the video; however, divisions with large LEP student populations will receive five copies of the video. Divisions may produce additional copies. The training video will be mailed to divisions from the Department of Education by February 11, 2005.
- Additional materials that may assist in your local training sessions will be e-mailed under a separate cover. These materials include the following:
 - 1) PowerPoint presentations used by Harcourt during the SELP Regional Training Sessions for school-level staff (January 25-February 3, 2005).
 - 2) Copy of Student Demographic Pages of the SELP Response Booklet
 - 3) Directions for Coding the Student Demographic Pages of the SELP Response Booklet

- 4) List of the SELP Special Test Accommodations and Codes
- 5) Virginia SELP Test Direct-Writing Scoring Rubric
- 6) SELP Test Security Guidelines/Agreement Forms

2004 SELP Testing Materials

In most cases, SELP testing materials that were administered last year have been maintained in school divisions. These materials consist of FORM A for the primary, elementary, middle grades, and high school levels. On August 20, 2004, the Virginia Department of Education approved the use of this FORM A as a placement test for LEP students during the 2004-2005 school year. School divisions are not required to use the Form A SELP test as a placement test, but may do so if it meets their needs. School divisions choosing to use Form A as a placement test, will need to score the assessment locally. The state will not provide the funds to score this test.

Procedures for the disposition of the 2004 SELP testing materials will be provided at a later time.

If you have questions about SELP testing procedures or materials, please contact the Division of Assessment and Reporting at darfax@doe.virginia.gov or by phone at 804/225-2102.

SLR/jc

Attachment

Spring 2005 SELP Material Order Form

School Name: _____

School Number: _____

Directions: Enter your best estimate for the number of test booklets and kits needed for Spring SELP testing. When you have completed this worksheet, please FAX it to your Division Director of Testing.

	Regular	Braille	Large Print	Regular Audio
Preliteracy Test /Response Booklet (Grades K-1) - Form B¹				
Preliteracy DFA** (Grades K-1) - Form B¹				
Primary Test /Response Booklet (Grade 2) - Form B¹				
Primary Speaking Test Booklet ² (Grade 2) - Form B ²				
Primary DFA** (Grade 2) - Form B¹				
Elementary Test Booklet (Grades 3-5) - Form B¹				
Elementary Test Booklet (Grades 3-5) - Form A³				
Elementary Response Booklet (Grades 3-5) - Form B¹				
Elementary Response Booklet (Grades 3-5) - Form A³				
Elementary DFA ** (Grades 3-5) - Form B¹				
Elementary DFA ** (Grades 3-5) - Form A				
Middle Test Booklet (Grades 6-8) - Form B¹				
Middle Test Booklet (Grades 6-8) - Form A³				
Middle Response Booklet (Grades 6-8) - Form B¹				
Middle Response Booklet (Grades 6-8) - Form A³				
Middle DFA** (Grades 6-8) - Form B¹				
Middle DFA** (Grades 6-8) - Form A³				
High School Test Booklet (Grades 9-12) - Form B¹				
High School Response Booklet (Grades 9-12) - Form B¹				
High School DFA ** (Grades 9-12) - Form B¹				

**** Directions For Administration**

¹ Order Form B for ALL LEP Students

² The Primary Speaking Test Booklet is reusable

³ Order Form A only for eligible LEP students in Grades 3, 5, and 8 who qualify for the read aloud and/or use of Bilingual dictionary.
These students also need to be tested with Form B.